

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position Forest Practice Review Team Chair	
		Division and/or Subdivision Northern Region Headquarters	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Santa Rosa/Redding	
		Class Title of Position Forester II (Supervisory)	
		Position Number 542-101-1042-VAR	
		Effective Date	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<p><b>Under the general direction of the Forester III, the Forester II (Supervisory) serves as Forest Practice Review Team Chairperson, supervises staff, and develops policy and regulations.</b></p> <p>*Serves as a Forest Practice Review Team Chairperson. *Coordinates and conducts the weekly First Review Team meetings and prepares the documentation associated with the meetings. *Acts as a liason with the Department of Fish and Wildlife, Water Quality Control Board, California Geological Survey, and other agencies for first review matters. *Performs the more difficult, sensitive and complex professional forestry duties in connection with timber harvesting documents and pre-harvest inspections. *Conducts second review interagency meetings where evaluation of plans for compliance with the Forest Practice Act and Rules and Regulations of the Board occurs. *Makes recommendations and preparations regarding timber harvest documents.</p>		
20%	<p>*Conducts final review of timber harvesting documents to ensure compliance with the Forest Practice Act and Rules and Regulations of the Board. *Acting as the Director's designee, makes the final determination on timber harvesting documents, and signs the official responses addressing public concerns.</p> <p>*Reviews the more sensitive and complex amendments to projects and plans to determine compliance with the Forest Practice Rules and Act and the approved plan. *Makes determinations and recommendations regarding ammdements. Corresponds with other review team agencies including US Fish and Wildlife Service (USFWS), CAL FIRE biologists, consulting biologists, and Registered Professional Foresters (RPF).</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>		
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
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Working Title of Position  
Forest Practice Review Team Chair

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	*Supervises subordinate staff in performing the activities of a major resource management program, including monitoring and reviewing work products, conducting performance reviews, providing rule interpretation or clarification, mentoring, and coordinating required work and training.
10%	Interprets, develops and implements regulations and policy to ensure consistent application of the Forest Practice Rules Act.
10%	*Acts as Duty Forester on a rotating basis with other foresters. Prepares reports on forest practice matters, answers correspondence, speaks before interest groups, participates in meetings and technical conferences, and provides interpretation of Forest Practice Rules to RPFs, landowners, Licensed Timber Operators (LTO) and the public. Testifies as an expert witness in administrative hearings or court actions in matters concerned with enforcement and disciplinary actions for violations of Forest Practice Rules.
10%	<p>*Responds to emergency incidents as required per Departmental policy. *Maintains proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy.</p> <p>*Completes Resource Management training per Departmental policy and applicable training guide for position.</p> <p>Other related duties as assigned</p> <p><u>Desired knowledge and abilities</u></p> <p>Have thorough knowledge of forest management principles and practices, forest protection and fire prevention, timber inventory methods, appraisal of forest lands and timber, management plans, forest products harvesting and sales, forest mensuration principles and practices, timber stand improvement, the fundamentals of land surveying and forest ecology. Have thorough knowledge of the Forest Practice Act, Board rules, the California Environmental Quality Act (CEQA), other State and Federal Environmental, Forest, and Fire Laws.</p> <p>*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.</p>

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**Job Qualifications and/or conditions of employment:** Registered Professional Forester License required. Completes CAL FIRE Firefighter Academy (FFA) and Company Officer Academy (COA) training during probationary period as a condition of employment. Maintains the Arduous Fitness Standard in accordance with department policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. May be subject to working nights, weekends or holidays in support of emergency incidents.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature  
Personnel use only

Date  
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date